

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
Governor



JAY DARDENNE
Commissioner of Administration

October 24, 2016

ADDENDUM NO. 01

Your reference is directed to solicitation number 3000006445, for Transactional Printing & Mailing Service for the Office of Technology Services, which is scheduled to open on November 10, 2016 at 10:00 A.M. (CT)

The following changes are to be made to the referenced solicitation.

Answers to questions received are included on the attached page numbers 3-7.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.

ACKNOWLEDGEMENT: If you have already submitted your bid and this Addendum does not cause you to revised your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail to Office of State Procurement, P.O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery to: 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the proposer from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: _____ By: _____

REVISION: If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any changes(s) below, identify your business name and sign where shown. Revision shall be delivered prior to bid opening by mail to: Office of State Procurement, P.O. Box 94095, Baton Rouge, LA 70804-9095, or by hand delivery or courier to: 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, and indicate the file number and the bid opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmission other than by fax are not begin accepted at this time

1201 N. Third Street D Suite 2-160 D P.O. Box 94095 D Baton Rouge, Louisiana 70804-9095 D (225) 342-8010

Fax (225) 342-9756

OSP Hel p Desk Email : DOA-OSP-Hel pdesk@LA.Gov

DOA-Professional Contracts Hel pdesk Email : DOA-PCHel pdesk@LA.Gov

Vendor Inquiry Email : Vendor_Inq@LA.Gov

An Equal Opportunity Employer

Revisions received after bid opening shall not be considered and you shall be held to your original bid.

Revision:

For:_____ By:_____

By: Jeannie Prejean
Office of State Purchasing
Telephone No. 225/342-8045
Email: Jeannie.prejean@la.gov

Question	State's Answer
Q1. What are the annual or monthly usage quantities of the paper and envelopes to be quoted?	A1. The State has no usage statistics whatsoever for the Services described in this Invitation to Bid. Based on data from certain applications -- which are themselves continually evolving -- quantities could range from as few as 1,000 notices per monthly cycle to millions of notices per monthly cycle. The construction of the notices, in respect to page and envelope quantity, are dynamic, and no usage information or forecast data are available.
Q2. Is this service currently outsourced? If yes, who currently provides the service?	A2. No; these services are not currently outsourced. Accordingly, the second part of this question is not applicable.
Q3. Have you had any service issues?	A3. The State assumes this question refers to service issues experienced by the State in connection to a current outsourcing arrangement. Because no current outsourcing mechanism, such as a contract or contracts, exists for the services described by this ITB, this question is not applicable.
Q4. Can we obtain samples of the documents to be printed? Also, envelope samples?	A4. Because the State has no usage or forecast data on which to rely; and because both the applications and needs thereof are continually evolving as the State's data processing applications mature; and because providing such samples, if available, could be construed to limit or define in part or in whole the documents eligible for procurement by the State pursuant to the Contract resulting from this ITB, the State cannot provide physical or electronic sample documents. Rather, the State calls bidders' attention to the material specifications detailed in Attachment B (Scope of Services), Appendix A (Pricing Matrix). Notices are intended to be inserted into #10 outer mailing envelopes, or into custom envelopes, and notices themselves could be up to several physical sheets of printed paper, either 8.5" x 11" or 8.5" x 14" in size, of the various weights specified, and printed simplex, or duplex, or a dynamic combination thereof; in monochrome (one-color, defined generally as black-and-white), in two-color (defined generally as black-plus-one, such as -plus-red), or in full four-color process; and may or may not include document bleeds, on up to four (4) document edges, with certain ancillary finishing services, such as variable-position perforations. Similarly, envelopes are generally those available on the current Statewide White Wove Envelope Contract (see Scope of Services; refer to State Procurement Printing Desk for additional details), or may be modified from these standards by applying a run-charge per Thousand (per M) envelopes, as the ITB describes.
Q5. Is there any schedule for document printing or is this "print-on-demand"?	A5. The State may request documents on-demand, or may, by way of a task order, arrange for scheduled

	printing. The State suggests bidders read and familiarize themselves with the portions of this ITB respective to specifications, task order descriptions, turnaround timeframes, etc. for further details.
Q6 Can you provide your current pricing for the items to be quoted?	A6. The State assumes that this question refers to prices paid by the State for a current Contract or Contracts for Services described by this ITB. Because no such Contract currently exists, the State has no prices to which to refer bidders.
Q7. I don't see any estimated usage in the contract to determine how much production time would be required. With the quantity brackets being from 1,000 to over 1,000,000 there is no indication. Is there some idea of the amount of orders that would be sent weekly and what quantities would be involved? An average would be fine.	A7. Please refer to item A1 in this addendum.
Q8. At the top of page 8, Attachment B, it states that if additional format, programming or graphic design services are required by the contractor, this is to be done at NO additional charge to the State. Is this right? I'm not really willing to give our time away for no pay.	A8. The ITB language referenced by this inquiry (Attachment B "Scope of Services", Section IV "Scope of Work", Part C "Processing of Task Orders") is correct.
Q9. Delivery: Looks like they can request Same Business Day delivery and or as few as 3 business days. I'm assuming that if we the contractor cannot make the turn time, they refuse the order within 4 hours via email as noted on page 7, B??	A9. This question is unclear. Attachment B "Scope of Services", Section IV "Scope of Work", Part B "Response by Contractor to Task Order" states, in part, that "Contractor shall within four (4) business hours notify the Project Liaison(s) [...of] rejection of the Task Order."
Q10. What is the commitment for payment on these orders?	A10. The State will make every possible effort to ensure that all invoices are paid in a timely fashion.
Q11. Attachment b section V on information security: Can you clarify the meaning of "maintain the validity of this documentation" in regard to SSAE 16 SOC 2 Type 2?	A11. Bidders are hereby notified that, for the purposes of this ITB and a Contract resulting from this ITB, language contained in Attachment B "Scope of Services", Section V. "Information Security" referencing "SSAE 16 SOC 2 Type II (Type 2) Annual Audit Attestation" refers to an annual audit that is SSAE 16 SOC 2 Type 2 compliant . Evidence of a satisfactory, compliant Audit Attestation, or a Statement or Certificate of Readiness, or similar documentation, should be furnished at the time of bid submission and, thereafter, for a Contractor, must be furnished within three (3) business days of written request. The satisfactory undertaking by the Contractor of an SSAE 16 SOC 2 Type 2 compliant annual audit, and possession of a compliant audit attestation, forms an ongoing requirement for the Contractor throughout the duration of the multi-year Contract performance period.
Q12. What do you consider a suitable equivalent for the paper basis weights listed in section IV part d?	A12. The State may, by way of a Task Order, specify suitable substitutes for certain paper stocks (such as "Sub 70# offset for 80# offset" when, in the opinion of the State, the State's own best interests are served—

	such as for considerations of cost—by allowing such substitutions, as “equivalent” products. The State may, however, require that bidders furnish certain stocks, per the terms of this ITB and resulting Contract, and as a Task Order may from time to time require.
Q13. Can you consider adding 6x9 envelopes? this could allow for more documents to be added to the envelope	A13. The State reminds bidders that Attachment B “Scope of Services”, Appendix A “Pricing Matrix”, allows for a per-M run for “Non-Standard Envelopes.” Should bidders wish to offer to the State a size or construction of envelope not requested explicitly by this ITB, or a Contractor wish to furnish envelopes to the State of a size or construction not requested explicitly by a Task Order, the bidder (or Contractor) must, in the first case, assume the prices for all such non-standard envelopes in the “per-M” price bid for “Non-Standard Envelope” section of the foregoing Appendix A; and in the next case, secure explicit, written approval from the Project Liaison(s) prior to applying the “per-M” bid price to any task order.
Q14. Referencing Attachment B, page 7, IV. Scope of Work. Postage. Based on the type of transactional mailing projects referred to in the solicitation and the quantity of these types printed and mailed during calendar year 2015 or during the states’ 15’/16’ calendar year that the state projects will be tasked to the vendor awarded this contract, can you provide a dollar estimate of the postage amount that the vendor will be required to front on a monthly basis?	<p>A14. Please refer to item A1 in this addendum. For the purposes of estimating postage, the State posits two scenarios. Consider, in the first place, that the State may issue a Task Order for 1,000 mail pieces qualifying for First Class mailing services; in that case, and assuming no pieces qualify for any Pre-Sort Discounts by the United States Postal Services (“USPS”), the Contractor will be responsible for postage calculated as the product of the standard mailing rate for such services (as of October 21, 2016, <i>\$0.47 per mail piece</i>) and the quantity of mail pieces (in this example, by <i>1,000 such mail pieces</i>). According, <i>c.p.</i>, the following formula would apply:</p> $\$0.47 \times 1,000 = \underline{\$470.00}$ <p>In the second scenario, consider a Task Order requiring 1,000,000 mail pieces (another quantity bracket acceptable under the contract), and the same conditions as above in respect to discounted postage, etc. Accordingly, <i>c.p.</i>, the following formula would apply:</p> $\$0.47 \times 1,000,000 = \underline{\$470,000.00}$ <p>Bidders are hereby admonished that the examples contained in this Part A14 of this Addendum are illustrative, not prescriptive or descriptive of actual requirements. Per the terms of this ITB, and of a Contract arising from this ITB, the successful bidder will pre-pay postage regardless of dollar amount and invoice the State for such postage, at actual cost, in</p>

	arrears.
Q15. What is the projected quantity of transactional printing pieces (letter, envelope, insert) to be transacted under this contract on a monthly, quarterly and annual basis?	A15. Please refer to item A1 in this addendum.
Q16. Referencing Attachment B, p8. D. Can you estimate the number of pallets of envelopes that will need to be stored?	A16. Please refer to item A1 in this addendum.
Q17. Micro-perf. For the 2-position micro-perf, is it true that 2 perforation positions on a given page will have to be both horizontal and vertical?	A17. Yes. The State may, by way of a Task Order, specify up to two micro-perforation positions per page, which positions could be parallel to, perpendicular to, or a mix thereof, one or more page edges.
Q18. Within a set of documents will every page be perforated or will selective perforation be required?	A18. The State may, by way of a Task Order, specify dynamic ("selective" [sic]) perforations on one or more page or sets of pages per document, per Task Order. For example, because documents printed pursuant to a Contract arising from this ITB may be dynamic in page length (as a factor, for example, of the quantity of variable data printed per unique notice), the position of perforations may also be dynamic. <i>E.g., a Task Order may specify "micro-perf pages 2 and 5, containing remittance advice." The Contractor must intelligently perforate only those pages, and not intervening or subsequent pages, as the Task Order might require.</i>
Q19. Referencing Attachment B, p.3. Turnaround time, please elaborate. Example: <i>If the vendor receives a task for a quantity of 100,000 sets of (3) 8.5x11 full color sheets with a perf on the 3rd sheet, folded and inserted into a #10 printed envelope along with a printed #9 envelope, how many business days after the final proof approval would this transactional mail piece be expected to drop in the mail?</i>	A19. Per Attachment B "Scope of Services", Section I "Background & Purpose", Part D "Late Delivery Penalty; Liquidated Damages" the State may require the vendor ("Contractor") to produce and deliver printed materials in as a few as three (3) business days from Task Order initiation (a Task Order is initiated upon successful final approval by the Project Liaison of a Proof); or may, by way of a Task Order, establish recurring work, for which the turnaround requirement could be one (1) business day.
Q20. Referencing Appendix A, p1. 80# White Offset Equivalent. Do you print a lot of jobs on 80lb offset? With 70lb offset being considerably less expensive, would 70lb offset qualify as a 80lb offset equivalent?	A20. Please refer to item A1 and A12 in this Addendum.
Q21. Referencing Attachment B, p.11, V. Confidentiality & Information Security. Power. <i>Will the state require that the vendor maintain on their premise a backup source of power to operate equipment and supply power needed to run security related devices?</i>	A21. While the State does not explicitly require a source of backup power, or off-premises backup processing capabilities, the State reminds bidders of the provisions for liquidated damages, triggered by Contractor fault in respect to late delivery, as described in Attachment B "Scope of Services", Section I "Background & Purpose", Part D "Late Delivery Penalty; Liquidated Damages."
Q22. Referencing Attachment B, p.4, F. Plant Description & Financial Disclosure. Financial disclosure. <i>Will the state require financial disclosure forms to be submitted along with the vendors bid</i>	A22. Per Attachment B "Scope of Services", Section I "Background & Purpose", Part I "Plant Description & Financial Disclosure," the State "may by written request require[...] certain financial reports" and

<i>submission?</i>	"failure by a bidder to submit [financial reports] within seven (7) days of written request by the State may be grounds for rejection of a bidder's response[...]"
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